DRAFT



Office of Public and Indian Housing Real Estate Assessment Center

USER'S Manual

Web Access Security System (WASS)
Release 3.0.0.0
(Draft)

U.S. Department of Housing and Urban Development July 22, 2002





Revision Sheet

Release No.	Date	Revision Description
Rev. 0	5/30/00	User's Manual and Checklist
Rev. 1.0	6/14/00	User's Manual and Checklist for WASS 3.0.0.0 Release
Rev. 2.0	7/22/02	User's Manual and Checklist for WASS 3.0.0.0 Release

Web Access Security Subsystem

Table of Contents

0	Quick Reference Information	0-1	
	0.1 Quick Reference Overview		
	0.1.1 Who Am I?		
	0.1.2 Acceptable Browsers		
	0.2 Quick References	0-3	
	0.2.1 Coordinators	0-3	
	0.2.2 Regular USERS		
1			
	1.1 System Overview		
	1.1.1 Secure Connection and Secure Systems Components	1-1	
	1.1.2 External Regular USERS and Coordinators Register Online		
	1.1.3 Internal/Intranet Access to WASS	1-4	
	1.1.4 Registration Process	1-5	
	1.1.7 DETERMINE ACCESS RIGHTS	1-7	
	1.2 WASS Integrates Data Flows from Other Systems	1-7	
	1.3 Project References	1-8	
	1.4 Authorized Use Permission	1-8	
	1.5 Points of Contact		
	1.5.1 Information		
	1.5.2 Coordination		
	1.5.3 Help Desk		
	1.6 Organization of the Manual	1-10	
	1.7 Terms and Abbreviations	1-10	
2	SYSTEM SUMMARY	2-1	
	2.1 System Configuration	2-1	
	2.2 Data Flows		
	2.3 User Access Levels		
	2.4 Contingencies and Alternate Modes of Operation	2-3	
3.	GETTING STARTED	3-1	
	3.1 Registration and Logging On for Regular USERs.		
	3.2 Main Menu		
	3.2.1 Assistance Contract Assignment Maintenance	3-4	
	3.2.2 Business Partner Maintenance		
	3.2.3 PHA Assignment Maintenance		
	3.2.4 Property Assignment Maintenance		
	3.2.5 User Maintenance	3-5	
	3.3 Changing User ID and Password		
	3.4 Exit System		



DRAFT

1	USING	the SYSTEM (Online)	4-1
	4.1 Re	gistration	4-1
	4.2 Sy	stem Administration Functions	4-6
	4.2.1	User Maintenance	
	4.2.2	User Maintenance - User Search/Selection	4-7
	4.2.3	Maintain User Information	4-8
	4.2.4	Maintain User Profile – Actions	4-10
	4.2.5	Maintain User Profile – Groups	4-12
	4.2.6	Maintain User Roles	
	4.2.7	Assistance Contract Assignment Maintenance	4-16
	4.2.8	Unassign Contract Function	
	4.3 Bu	siness Partners Maintenance	
	4.3.1	Business Partner Maintenance	4-20
	4.3.2	Activation of a Requested Business Partner Relationship	4-22
	4.3.3	Deactivate a Business Partner Relationship	
	4.3.4	Deleting A Business Partner Relationship	
	4.4 PF	IA Assignment Maintenance	
	4.4.1	Assign PHA	4-27
	4.4.2		
	4.5 Pa	ssword Change	
	4.5.1		
	4.5.2		
	4.6 Pro	operty Assignment Maintenance	
		Property Assignment	
		View or Unassign Properties	
		er Activity Report	
		ecial Instructions and Caveats	
		pecial Instructions for Error Correction	
		Caveats and Exceptions	
	Δnnendiv	5.0 Appendix A. Business Rules	5_1
		6.0 Appendix B Roles and Actions	
	LIDDCHUIA		

List of Tables

Table 0-1 Assignable Systems Based on Registration Information	0-9
Table 0-2 Help Desk Contact Information by System	
Table 0-3 Systems Available to Regular USERs	
Table 0-4 Help Desk Contact Information by System	0-14
Table 1-1 Objectives for Web Access Security Subsystem	1-1
Table 1-2 Assignment of Privileges for External Regular USERS	
Table 1-3 Assignment of Privileges to Internal Regular USERS	
Table 1-4 Registration Requirements	
Table 1-5 Access to Systems Based on Registration Information	1-6
Table 1-6 Systems Accessed through WASS	1-7
Table 1-7 Project References	1-8
Table 1-8 Audit Trail Information Available to System Administrators	1-8
Table 1-9 Description Requirements for Audit Trail	1-9
Table 1-10 Help Desk Contact Information	1-9
Table 1-11 Terms and Abbreviations	1-10
Table 1-12 Abbreviations and Acronyms	1-11
Table 2-1 Data Bases Users and Their Privileges	2-2
Table 3-1 Assignable Systems for Regular USERs	3-2
Table 3-2 User Maintenance Functions	
Table 4-1 Registration Requirements	
Table 4-2 Accessing System Administration Functions	
Table 4-3 User Maintenance Functions for Coordinators	
Table 4-4 User Maintenance Screens	
Table 4-5 Error Messages	4-36
List of Figures	
List of Figures	
T: 0.131 1 T TD0	A (
Figure 0-1 Need a User ID?	
Figure 0-2 Public Housing Authority Registration	
Figure 0-3 Public Housing Authority Registration Continued	
Figure 0-4 List of Required Information	
Figure 0-5 Online Registration Form	
Figure 0-6 Online Registration Form (Continued)	
Figure 0-7 Independent User Registration Form	
Figure 1-1 Online Registration	
Figure 1-2 Online Registration (Continued)	
Figure 2-1 WASS Relationships and Functions	
Figure 3-1 User Login Screen with Challenge Box	
Figure 3-2 Main Menu	
Figure 3-3 Main Menu (Continued	
Figure 3-4 Changing Password	ქ- የ



DRAFT

Figure 4-1 Online System Login Screen for WASS	4-1
Figure 4-2 Need a User ID?	4-2
Figure 4-3 Online Registration	4-3
Figure 4-4 Online Registration (Continued)	4-3
Figure 4-5 Registration Confirmation	4-4
Figure 4-6 User Login and Challenge Box	4-6
Figure 4-8 Initial User Maintenance Screen	4-8
Figure 4-10 Edit User Information	4-9
Figure 4-11 User Edit Transaction Confirmation	4-10
Figure 4-12 Maintain User (Maintain User Profile - Actions)	4-10
Figure 4-14 Assign/Unassign Action(s) Transaction Confirmation	4-11
Figure 4-15 Maintain User (Maintain User Profile - Groups)	4-12
Figure 4-17 Assign/Unassign Groups Transaction Confirmation	4-13
Figure 4-18 Maintain User (Maintain User Roles)	4-14
Figure 4-19 Assign/Unassign Roles	4-15
Figure 4-21 Assign Roles Transaction Confirmation	4-16
Figure 4-22 Assistance Contract Maintenance	4-17
Figure 4-24 Confirmation Assignment of Contract	4-18
Figure 4-25 Assistance Contract Assignment Maintenance	4-19
Figure 4-26 Unassign Contract Assignments	4-19
Figure 4-27 Confirmation of Unassignment of Contract	4-20
Figure 4-29 Request/Add Business Relationships	4-21
Figure 4-30 Add/Delete Relationships Confirmation	4-22
Figure 4-31 Request Business Partner Relationship Transaction Confirmation	4-22
Figure 4-32 Business Partners Maintenance — Activate Relationship	4-23
Figure 4-33 Activate Relationships	4-23
Figure 4-34 Business Partner Relationship Activation Transaction Confirmation	4-24
Figure 4-35 Business Partner Maintenance – Deactivation Request	4-24
Figure 4-36 Business Partner Relationship – Deactivate Relationships	4-25
Figure 4-37 Business Partner Deactivation Transaction Confirmation	4-25
Figure 4-38 Delete Business Partner Relationships	4-26
Figure 4-39 Delete Business Partner Relationship Confirmation	4-26
Figure 4-41 PHA Assignment Maintenance	4-27
Figure 4-42 Assignment of PHA and PHA Roles	
Figure 4-44 View or Unassign PHA for a USER	
Figure 4-45 Unassignment Confirmation Screen	
Figure 4-46 Change Password	
Figure 4-47 Reset Password.	
Figure 4-47 Reset Password. Figure 4-48 Initial Property Assignment Maintenance Screen.	
Figure 4-49 Assign Property Assignment Maintenance Screen Figure 4-49 Assign Property Screen	
Figure 4-50 Property Assignment Transaction Confirmation Figure 4-51 Property Assignment within a Servicing Site	
Figure 4-52 Assign Property for USER from a Listing of Servicing Site Properties	
Figure 4-53 View or Unassign Property	
Figure 4-54 View/Unassign Property for USER Figure 4-55, Property Unassignment Transaction Confirmation	
PIGURE 4_17 Property Linggeronment Transaction L'ontirmation	4-55

